

Headquarters U.S. Air Force

Integrity - Service - Excellence

IMA RCPHA and PIMR Data Entry



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Overview

- **Background and Authorization for Completing Reserve Component PHA or RCPHA (IMA PHA)**
- **Required Elements of IMA PHA**
- **Instructions for IMAs to Schedule PHA**
- **Instructions for IMAs to Complete the PHA**
- **Active Duty MTF Responsibilities**
- **ARPC/SGP Responsibilities**
- **How to Update IMA PHA in PIMR 1 and PIMR 2**
- **Contact Information**



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Background and Authorization On

Accomplishing IMA PHAs

- On 1 Oct 01, physical and dental exams became an annual requirement for all Reserve Personnel, replacing the traditional five year exam
- PES accomplished the RCPHA in the past
- Force Health Management now manages this program at most bases, but it's up to the MTF to determine best way to implement
- AF/RE and HQ Air Reserve Personnel Center (ARPC)/CC recently directed IMAs to be current on exams by May 2003
- Copy of ARPC memorandum available at:
http://arpc.afrc.af.mil/sgp/exam_ltr.pdf
- AF/SGX recently endorsed ARPC/CC memo by requesting MAJCOM SG and MTF support and by requesting that RCPHA data be entered into PIMR



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Background and Authorization On

Accomplishing IMA PHAs

- MTFs should make every effort to complete IMA PHAs
- MTFs are required to perform annual PHAs on IMAs assigned/attached to their base
- If MTFs cannot schedule IMA PHA before May 2003 suspense, MTFs should tell IMA the projected date it can be scheduled
- MTFs facing serious problems scheduling IMA PHAs should have their MAJCOM rep contact HQ ARPC/SGP to discuss
 - Contact Col Michael Daniels, DSN 926-6150



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Required Elements of IMA PHA

- **Four Elements of the Annual IMA PHA**
 - **Reserve Component Health Risk Assessment (RCHRA)**
 - **Physical Examination Requirements**
 - **Immunization Review/Update**
 - **Dental Examination**



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Reserve Component Health Risk Assessment (RCHRA)

- IMA completes 4 page RCHRA prior to reporting for appointment
 - Available from the ARPC/SGP website:

http://arpc.afrc.af.mil/sgp/forms_pubs.htm

- Provider or technician reviews HRA with IMA
- Provider signs HRA
- MTF faxes or mails to HQ ARPC/SGP



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Physical Exam

Requirements

- Active Duty PHA exam grid or RCPHA exam grid may be used for determining exam requirements
- Use grid elements that are appropriate for age, gender and flying status
- Use IMA SF 600 overprint to record exam findings (or AD SF 600 overprint if AD PHA grid used)
- Provider signs the SF 600 overprint
- RCPHA grids and SF 600 overprint can be found at: http://arpc.afrc.af.mil/sgp/forms_pubs.htm
- Fax or mail completed SF 600 overprint to ARPC/SGP



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Physical Exam

Requirements

- IMA medical records are maintained at ARPC in Denver, and will not be available for the PHA
- ARPC can fax you the latest physical exam or 600 overprint
- ARPC is currently scrubbing records and inputting data into PIMR (ECD summer 2003)
- If medical readiness labs are “red”, you will need to reorder these tests
 - Labs include Blood Type and Rh Factor, G6PD, Sickledex, DNA and HIV



~~Physical Exam~~

Requirements

- Occupational Health Exam
 - If IMA is assigned to your base, requirements should be available via OH program
 - If IMA is assigned to another base, OH exam requirements may not be available to you
 - If OH requirements not available, annotate this on SF 600 overprint so ARPC/SGP is aware the OH exam was not addressed
- The RCPHA grid requires a periodic health assessment manager (PHAM) visit annually for flyers and every three years for non-flyers, at a minimum
 - The “PHAM” is the health care provider
 - For flyers, the PHAM must be a flight surgeon



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Physical Exam Requirements

AF Form 422 Update

- **Validate/complete the IMA's Physical Profile Serial Report, AF Form 422**
 - **Fax/mail AF Form 422 to AFPC/SGP and provide copy to IMA**
 - **Enter AF Form 422 update into PIMR**



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Immunization Review/Update

- **Immunization technician responsibilities:**
 - Confirm IMA's duty status
 - Review IMA's PHS 731
 - Query AFCHIPS for immunizations using AFCITA
 - Ensure IMA is UTD on required immunizations
 - Ensure all immunizations are recorded in AFCITA, not just date of last shot in the series
 - Provide two copies of DD 2766c to IMA. IMA should keep one and IMA or MTF should fax or mail the other to HQ ARPC/SGP



Dental Examination (Military Dentist)

- Exam may be performed by a military dentist
 - IMA may be on any military status, including inactive duty training (IDT)
 - Exam should be faxed or mailed to ARPC/SGP
 - In addition, if MTF has PIMR 2, IMA should take exam results to RCPHA POC at clinic and have dental exam date and classification entered into PIMR 2



Dental Examination *(Civilian Dentist)*

- Exam may be performed by a civilian dentist
 - Civilian dentist completes DD Form 2813
 - Form available at:
http://arpc.afrc.af.mil/sgp/forms_pubs.htm
 - IMA should fax or mail form to ARPC/SGP



Instructions For IMAs to Schedule RCPHA

- Contact MTF for appointment using phone numbers provided on MTF Contact List for IMA RCPHA**
- Inform MTF of IMA status and unit assigned/attached**
- If problems arise in scheduling, contact base IMA administrator at local base, MAJCOM Program Manager or finally HQ ARPC/SGP**
- Ask MTF what fax # ARPC should use to send last physical exam or SF 600 overprint**
- IMA will request HQ ARPC/SGP to fax copy of last exam to MTF and provide MTF fax contact number**



Instructions For IMAs to Complete RCPHA

- **Obtain and complete 4 page RCHRA and hand carry to appointment**
- **Obtain SF 600 overprint and appropriate examination grid and hand carry to appointment**
- **Take immunization record to appointment**
- **Obtain DD Form 2813 if seeing a civilian dentist**
- **Fax or mail completed documents to ARPC/SGP or ensure the servicing MTF sends them to ARPC/SGP**
- **Retain copies of paperwork**



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Active Duty MTF Responsibilities

- Schedule the IMA for their Annual RCPHA and Dental Exam (exam from a military dentist available, but not required)**
- Review RCHRA with the IMA and sign the form**
- Complete and sign the SF 600 overprint**
- Review immunization record**
- Administer needed immunizations and record in AFCITA**
- Validate/Complete Physical Profile Serial Report, AF Form 422**
- Query IMA into the MTF PIMR database**
- Enter all available data into the PIMR database**
- Fax/mail completed forms to ARPC/SGP and provide a copy of the completed forms to IMAs**



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HQ ARPC/SGP Responsibilities

- **Prepare letters of notification for IMAs to schedule their RCPHA/Dental Exam**
- **Assist in resolving scheduling problems with MTFs**
- **Update IMA “one time requirement” labs in PIMR database**
- **Update IMA dental exam date and classification in PIMR upon receipt of documentation at HQ ARPC/SGP (until PIMR 2 and/or DDS enhancements in place for MTF to enter data)**
- **Place all medical documents sent to HQ ARPC/SGP into IMA’s medical record**
- **Track IMA RCPHA compliance rates and notify IMAs when next RCPHA/Dental Exam due**
- **Ensure IMR items are kept UTD (e.g. immunizations must be kept current throughout the year)**



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Entering Data In PIMR

- Ensure all MTF computers utilizing PIMR have DoD PKI Certificates installed for each user
- Open PIMR and take the following actions to query in IMA data
 - Click on People Button
 - Then Click on Military Button
 - Then Click on Query Button (upper left corner of screen)
 - Enter IMA SSAN and Click Query
 - After Record is Imported, Click on Exit



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Entering Data In PIMR

- Click on Edit Button
- Enter Available Data
 - Dental data for IMAs is editable in PIMR 2 only
 - After Entering Data, Click on Save Button
- Record will be visible locally for 60 days, after which time it must be queried again, if required
- Updated data will permanently remain in the central database
- IMA PIMR status will not affect your Wing or MAJCOM P2R2 PIMR metrics
- IMA PIMR status tracked separately and is displayed on AFCHIPS as a management tool for HQ ARPC <https://www.afchips.brooks.af.mil>



Entering Data In PIMR

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- Enter data from the SF 600 overprint
- Indicate date SF 600 reviewed and signed in the HRR portion of PIMR
- Enter dates laboratory specimens were obtained
- Enter AF Form 422 update
- Enter military dental exam date and classification if MTF has PIMR 2 and IMA returns with appropriate dental paperwork to have this accomplished



Send Documents to ARPC/SGP

- **Send completed documents to ARPC/SGP**
 - RCHRA
 - SF 600 overprint
 - AF Form 422
 - Dental Exam
 - Updated DD Form 2766c (Immunization Record)
 - Lab results (may need to send later when results available)
- **Fax documents to HQ ARPC/SGP**

DSN FAX: 926-7589
CIV FAX: 303-676-7589
- **Or mail to: HQ ARPC/SGP**

6760 E. Irvington Place, #7200
Denver, CO 80280

NOTE: Mailing is preferred as this allows original medical documents to be placed into the medical record at ARPC.



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Summary

- IMAs require annual RCPHA and dental exam
- Either the RCPHA or AD PHA grids can be used for determining PHA requirements
- If AD PHA grid used, the RCHRA is still required
- Record exam data on SF 600 overprint
- Update immunizations and AF Form 422
- Enter data into PIMR
- Fax or mail medical documents to HQ ARPC/SGP (mailing preferred)



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Summary

- **Normally, IMAs complete their annual RCPHA and dental exam during their annual tour**
- **They may also complete exams at other times**
 - **Must be on “military duty status”**
 - **This includes inactive duty training (IDT)**
 - **IMAs will not have published orders if on IDT**
 - **Immunization Clinic and other key players in RCPHA process should be briefed that IMAs are authorized all components of the RCPHA, even if they don’t have orders**
- **IMAs are authorized immunizations, diagnostic testing and evaluation as part of the RCPHA process**
- **IMAs are not authorized treatment unless there is a Line of Duty (LOD) injury or illness**



Contact Information

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